BILL NO. S-89-12-38

SPECIAL ORDINANCE NO. S-202-89

AN ORDINANCE of the Common council of the City of Fort Wayne, Indiana, ratifying and approving the addition of "Lead Accountant" Classification to the General Accounting Wage Schedule for employees of the City of Fort Wayne represented by the Office and Professional Employees International Union Local 325.

WHEREAS, this Council is required to approve all collective bargaining decisions with regard to new job classifications;

WHEREAS, such new job classification for employees of the City of Fort Wayne, Indiana, represented by the Office and Professional Employees International Union Local 325 has been arrived at pursuant to an agreement reached by and between the City and the Office and Professional Employees International Union Local 325, in accordance with collective bargaining as authorized and envisioned by the City's salary ordinances; and

WHEREAS, this ordinance is necessary to ratify, fix and establish such new job classification and wage schedule of the Agreement for the year 1989, inasmuch as such new job classification and wage schedule matters must be annually set.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. The following new job classification of "Lead Accountant" is hereby established and approved for employees of the City of Fort Wayne, Indiana, represented by the Office and Professional Employees International Union Local 325, for the year 1989, commencing , 1989:

	WAGE RATE				
TITLE	FIRST 3 MONTHS	4 THRU 9 MONTHS	10 THRU 15 MONTHS	16 THRU 21 MONTHS	OVER 21 MONTHS
Lead Accountant	$10.238	10.878	11.558	12.280	13.048

(a.) Commencing , 1989, said new job classification of "Lead Accountant" is here established and shall be as

reflected in Wage Schedule "A" attached hereto and made a part hereof.

SECTION 2. The Letter of Agreement between the City of Fort Wayne and the Office and Professional Employees International Union Local 325 attached hereto, made a part hereof, and marked Exhibit "A" is hereby approved and ratified.

SECTION 3. That this ordinance shall be in full force and effect from and after its passage, and any and all necessary approval by the Mayor.

Councilmember

APPROVED AS TO FORM
AND LEGALITY

J. Timothy McCaulay, City Attorney

Read the first time in full and on motion by Henry, seconded by Bradbury, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock ____.M.,E.S.T.

DATED: 11-28-89.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by DeGiaQuinta, seconded by Long, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	9			
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA		✓		
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO				

DATED: 12-12-89.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) ~~(GENERAL)~~ (SPECIAL) (~~ZONING~~ MAP) ORDINANCE ~~RESOLUTION~~ NO. S-202-89 on the 12th day of December, 19 89,

ATTEST
Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

SEAL
Charles B. Redd
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 13th day of December, 19 89, at the hour of 1:30 o'clock P.M.,E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 18th day of December, 19 89, at the hour of 8:00 o'clock A.M.,E.S.T.

PAUL HELMKE, MAYOR

POSITION TITLE: Lead Accountant
DEPARTMENT: City Utilities Accounting

Under direction of the Accounting Supervisor, incumbent maintains accounting records.

DUTIES

* Provides working leadership when requested;
* Checks and posts requisitions relative to work orders and voucher worksheets;
* Inspects requisition totals, extensions and discounts;
* Balances work orders;
* Prepares check requests for materials transfers and work orders;
* Summarizes billings, requisitions, charges, and vouchers;
* Maintains requisition, work order and voucher files;
* Compares new service, labor, material and equipment costs with customer charges;
* Reconciles police reports with property damage work requests, and prepares billings;
* Prepares and analyzes electric, water, and sewer budgets and actual status;
* Prepares and posts accruals;
* Calculates each departments' burden rate;
* Posts, balances and coordinates clerical activities for accounts payable;
* Records invoices and property information;
* Prepares expenditure and revenue reports, and cash flow worksheets;
* Records all cash receipts and disbursements, maintaining a running account balance for each utility;
* Enters all journal entries on computer;
* Maintains EDP System and review reports;
* Prepares and bills Industrial Waste statements;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to an Associate's Degree in accounting and four years general accounting experience;
* Broad knowledge of commonly used accounting principles and methodologies;
* Ability to provide working leadership when requested;
* Organizational skills conducive to accurate data classification, recording and tracking;
* Computer literacy.

DIFFICULTY OF WORK

The incumbent is expected to choose the most relevant departmental guidelines in performing a wide variety of complicated accounting duties. Quality task performance requires accuracy and careful attention to detail.

RESPONSIBILITY

The incumbent is responsible for autonomously performing all assigned duties and technical tasks in order to achieve the City Utilities Accounting Department's objectives. Specifications prepared within this position's parameters are used to maintain financial continuity.

PERSONAL WORK RELATIONSHIPS

Contacts with coworkers, other department/division directors, and bank officials occur throughout the work in order to explain procedures, interpret departmental policy, coordinate activities, and monitor financial entities such as Certificates of Deposit, outstanding bonds, trust agreements, etc.

SUPERVISION

The incumbent acts as a working leader when requested, providing incidental guidance to maintain the flow of financial recording activities for the City Utilities.

OPEIU #325 - General Office

Schedule A - Page 2

Effective January 1, 1989, the wage schedule for regular authorized positions, in hourly terms, is as follows:

GENERAL ACCOUNTING	First 3 Months	4 thru 9 Months	10 thru 15 Months	16 thru 21 Months	Over 21 Months
Accounting Clerk I	6.223	6.366	6.570	6.704	6.954
Accounting Clerk II	6.504	6.647	6.804	6.989	7.272
Accounting Clerk III	6.907	7.062	7.214	7.370	7.533
General Accountant I	8.457	8.851	9.334	9.849	10.353
General Accountant II	9.126	9.599	10.066	10.537	11.637
Secretary	6.907	7.062	7.214	7.370	7.776
OFFICE SERVICES					
General Utility Clerk I	5.926	6.062	6.280	6.437	6.596
General Utility Clerk II	6.703	6.858	7.009	7.166	7.708
Mail Clerk	6.342	6.499	6.661	6.798	6.987
Utility Clerk II	9.128	9.581	9.697	9.812	10.135

EXHIBIT "A"

THE CITY OF FORT WAYNE

November 21, 1989

LETTER OF AGREEMENT between

THE CITY OF FORT WAYNE and

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION LOCAL 325

It is hereby agreed by and between the City of Fort Wayne and Office and Professional Employees Union Local 325 that the new classification of "Lead Accountant" shall be added to the 1989 Wage Schedule of the Agreement between the parties, effective the date of Common Council's approval of this Letter of Agreement. A job description for the new position has been approved by department management and the Union, and the wage rates for the classification shall be as follows:

First 3 Months	4 thru 9 Months	10 thru 15 Months	16 thru 21 Months	Over 21 Months
$10.238	10.878	11.558	12.280	13.048

FOR THE CITY:

F. Nelson Peters, IV, Director
Personnel/Labor Relations

Thomas E. Hohman, Supervisor
General Accounting

Mike Manoloff
Deputy Controller

FOR THE UNION:

Mildred E. Younger
President

Thomas F. McChessney
Vice President

Admn. Appr._____

DIGEST SHEET

TITLE OF ORDINANCE Addition of "Lead Accountant" Classification to General Accounting Wage Schedule of OPEIU Agreement.

DEPARTMENT REQUESTING ORDINANCE Personnel - 11-22-89 S-89-11-3D

SYNOPSIS OF ORDINANCE Addition of classification of Lead Accountant to General Accounting Dept. wage schedule of OPEIU Agreement, per attached letter of agreement. Wage rates for the new classification reflect increase in responsibilities above those required of General Accountant II. New classification requested to enable management to assign additional duties and responsibilities and to require additional training and ability.

EFFECT OF PASSAGE Increase in pay for successful bidder; top step of proposed range is 9.3% above current Accountant II rate. ~~Position will be an upgrade for one of three~~ accountants presently in dept.; no additional hiring planned. Supervisor will be able to delegate ~~additional work and responsibility, particularly during~~ his absence, to Lead Accountant.

EFFECT OF NON-PASSAGE Will leave department with no back-up with decision-making authority to act in supervisor's absence; also precludes supervisor delegating excessive workload because of inability to properly compensate employee for increased duties & responsibilities.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) Cost to promote one of two Accountant II's eligible for the position would be $2,269.28/year, based on present rates.

ASSIGNED TO COMMITTEE (PRESIDENT)_____

BILL NO. S-89-11-38

REPORT OF THE COMMITTEE ON FINANCE

MARK E. GiaQUINTA, CHAIRMAN
THOMAS C. HENRY, VICE CHAIRMAN
BRADBURY, SCHMIDT, BURNS

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ XXXXXXXXXX of the Common Council of the City of Fort Wayne, Indiana, ratifying and approving the addition of "Lead Accountant" Classification to the General Accounting Wage Schedule for employees of the City of Fort Wayne represented by the Office and Professional Employees International Union Local 325

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) ~~(RESOLUTION)~~

DO PASS	DO NOT PASS	ABSTAIN	NO REC
Mark E. GiaQuinta			

DATED: 12-12-89.

Sandra E. Kennedy
City Clerk